

Contents

<i>Abbreviations</i>	<i>vi</i>
<i>Foreword</i>	<i>vii</i>
<i>Editorial Committee</i>	<i>viii</i>
<i>Acknowledgements</i>	<i>ix</i>
1. ABOUT THIS MANUAL	1
1.1 Rationale.....	1
1.2 Injury: the scale of the problem.....	1
1.3 What and who is this manual for?.....	2
1.4 Methods used to develop the manual.....	2
1.5 What does the manual do?.....	3
2. WHY COLLECT INJURY DATA USING A COMMUNITY SURVEY?.....	4
2.1 What is an injury?.....	4
2.2 Types of injury.....	4
2.3 The need for information and the public health approach to injury prevention ..	5
2.4 Community versus hospital-based injury surveillance.....	6
3. PLANNING AND ORGANIZING THE SURVEY	8
3.1 What is a community survey?.....	8
3.2 Planning the survey: key considerations.....	8
3.2.1 Establishing survey objectives.....	8
3.2.2 Scope of the survey.....	8
3.2.3 Selection of data for collection.....	9
3.2.4 Timetabling the survey.....	9
3.2.5 Identification of resources.....	10
3.2.6 Ethical approval and permission from authorities.....	11
4. SAMPLING METHODOLOGIES	12
4.1 Basic concepts.....	12
4.1.1 Why use a sample?.....	12
4.1.2 Sampling methods.....	12
4.1.3 Sample size.....	15
4.2 Two-stage cluster sampling with PPS: a worked example.....	16
4.2.1 Step one: calculating the required sample size.....	17
4.2.2 Step two: sample selection.....	21
4.2.3 The segment form.....	23

5. DATA COLLECTION	25
5.1 Survey data elements	25
5.1.1 Core and expanded data sets.....	25
5.1.2 Using standard codes	28
5.1.3 Case definition	28
5.1.4 Recall period.....	28
5.2 Designing your questionnaire.....	29
5.2.1 General considerations	29
5.2.2 The respondent.....	30
5.2.3 Pre-testing the questionnaire.....	31
5.3 The core data elements	31
5.4 Expanded data elements	43
5.5 Additional expanded data elements.....	62
5.5.1 Socioeconomic status.....	62
5.5.2 Violence against women and sexual violence	63
6. PREPARING FOR DATA COLLECTION.....	64
6.1 Making the practical arrangements for the survey	64
6.1.1 Contacting local authorities.....	64
6.1.2 Setting up a local coordination centre.....	65
6.1.3 Deciding on the size and composition of the field team(s).....	65
6.1.4 Arranging transportation, accommodation and security.....	66
6.1.5 Obtaining copies of local maps.....	66
6.2 Preparing the questionnaire and related materials	66
6.3 Selecting the field workers	67
6.4 Choosing and preparing the field equipment	68
6.5 Training the field workers	68
6.6 Setting up computers and hiring data processing staff	68
6.7 Making arrangements for returning the questionnaires	69
7. CONDUCTING THE FIELDWORK.....	70
7.1 The field supervisor's role	70
7.2 The interviewer's role	71
7.3 How to handle special situations in the field	71
7.4 Quality assurance	72
8. ETHICAL ASPECTS OF CONDUCTING A SURVEY	73
8.1 Confidentiality.....	73
8.2 Informed consent	74
9. DATA ENTRY AND ANALYSIS	75
9.1 Data entry.....	75
9.2 Statistical data analysis.....	76
9.2.1 Descriptive data analysis	76
9.2.2 Cross-tabulations	77
9.2.3 More advanced forms of data analysis	78
9.3 Risk factor analysis	78
9.4 Limitations	79
9.4.1 Self-reporting	79
9.4.2 Recall period.....	79
9.4.3 Proxy respondent.....	79
9.4.4 Generalizability	79

10. USING SURVEY RESULTS TO GUIDE INJURY PREVENTION PROGRAMMES AND PUBLIC HEALTH ACTION	80
10.1 Injury prevention and trauma care	80
10.2 Advocacy.....	80
10.3 Reporting and dissemination.....	81
10.3.1 Technical reports.....	81
10.3.2 Workshops and seminars	82
10.3.3 Feedback to stakeholders and the community	82
11. CONCLUSION	83
REFERENCES.....	84
GLOSSARY	87
APPENDICES	93
Appendix 1: A model timetable for conducting a community injury survey	94
Appendix 2: Main budget items for a community injury survey.....	95
Appendix 3: Selected epidemiological investigations of injury prevalence in low- and middle-income countries	97
Appendix 4: Model segment form	103
Appendix 5: Model household demographic data collection form	104
Appendix 6: Model introduction and consent form.....	105
Appendix 7: Example household survey questionnaire: Ghana	106
Appendix 8: Example household survey questionnaire: India	114
Appendix 9: Example household survey questionnaire: Uganda.....	123
Appendix 10: Model job descriptions for interviewers and field supervisors	128
Appendix 11: Model training courses for interviewers and field supervisors	129
Appendix 12: Model instructions for field supervisors.....	131
Appendix 13: Model instructions for interviewers.....	133
Appendix 14: Proposed set of tables for reporting the results of a community-based injury survey collecting core data	134